



## **Guidelines for writing a paragraph**

### **A. Understanding rubrics**

To plan your composition you need to understand the **rubric** i.e. the composition **instructions**. **Read** the rubric carefully and underline the **key words/phrases** which will help you decide what you will write about.

Study the example below:

You have been asked by the editor of a magazine to write a paragraph explaining why **“The number of students of English is increasing all round the world”**. (80-100 words)

1. **(imaginary) situation** - you have been asked by the editor of a magazine to write a paragraph;
2. **reader** - the editor of a magazine (this will help you decide on the **writing style**; see E.);
3. **type of writing** – paragraph + explain(-ing);
4. **subject** - All round the world + increasing of students of English.

### **B. Brainstorming for ideas**

- ◆ Write down any ideas, words and phrases that you can think of which relate to the specific topic of your composition.
- ◆ Group your ideas, crossing out any irrelevant ones, and put them in a logical order.
- ◆ Check that your ideas are relevant to the topic(s) in the rubric.

**2. 1. Reread the rubric in the example above and tick the words/phrases you should include in your paragraph.**

- |                      |                 |                       |
|----------------------|-----------------|-----------------------|
| ◆ motivated to learn | ◆ Esperanto     | ◆ diplomacy           |
| ◆ business           | ◆ tourism       | ◆ main language       |
| ◆ science            | ◆ youth culture | ◆ endangered language |

### **C. Topic sentences & supporting ideas**

- ◆ You should start with a topic sentence, which should state very clearly what the paragraph's main idea is.
- ◆ The sentences that follow are called supporting/secondary sentences and they provide examples, details, reasons, justifications and/or evidence to support the topic sentence.

**Example:**

**Frankly speaking, it is highly essential to know the language for communication.** In general, the most popular language is English. In this computer age, English is the only language that any one can understand. So to say, it has become as an ideal language for expressing our feelings. First, we have to learn the language and then we have to gain fluency in the language. Unless we have the fluency in English language, it would not be possible to work with the computer. If you do not know English, then you would be in need of a translator to do the job.

## D. Linking words and phrases

Linking words /phrases make your writing more interesting to the reader, and easier to understand.

### Linking words / phrases can be used to:

- ◇ show time: when, whenever, before, while, as soon as, etc.
- ◇ list points or show sequence: first(ly), to start with, next, finally, etc.
- ◇ add more points: furthermore, moreover, in addition, and, also, what is more, etc.
- ◇ show cause or effect: because, since, as a result, ,etc.
- ◇ give examples: for instance, for example, such as, especially, etc.
- ◇ show contrast: however, on the other hand, despite, though, etc.
- ◇ introduce a conclusion: all in all, to conclude, to sum up, finally, etc.

## E. Understanding writing style

The writing style you should use depends on the type of composition you are writing, the situation and the intended reader.

Therefore, you should not use the same style of writing for every composition. For example, in an article for a student's magazine, the style used is neither **formal** nor **informal**, but a blend of the two, known as **semi-formal**.

## F. Editing your essay

You should always edit your piece of writing before handing it in. In order to do this, you should make sure that:

- ◆ **you have started with the topic sentence, which states clearly the main idea of the paragraph.**
- ◆ **you do not repeat the same words, phrases, expressions, etc.**
- ◆ **you have used complete sentences and that the words are in correct order (i.e. subject, verb, object, etc).**
- ◆ **you have used the correct grammar .**
- ◆ **there are no spelling errors.**
- ◆ **you have used the correct punctuation.**
- ◆ **you have written only one paragraph , as you were asked.**